



STATE OF TENNESSEE  
DEPARTMENT OF MENTAL HEALTH  
AND SUBSTANCE ABUSE SERVICES

ANNOUNCEMENT OF FUNDING

**Pre-Arrest Diversion Infrastructure Project**

TENNESSEE FISCAL YEAR 2018

JULY 1, 2017 - JUNE 30, 2018

**Completed proposals due: June 28, 2017 by 5:00 pm CST**

Tennessee Department of Mental Health and Substance Abuse Services  
Division of Mental Health Services  
Andrew Jackson Building, 6th Floor, 500 Deaderick St.  
Nashville, TN 37243  
[tn.gov/behavioral-health](http://tn.gov/behavioral-health)

**Tennessee Department of Mental Health and Substance Abuse Services  
Division of Mental Health Services**

**Pre-Arrest Diversion Infrastructure Project  
Announcement of Funding**

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**Tennessee Department of Mental Health and Substance Abuse Services  
Division of Mental Health Services**

**Pre-Arrest Diversion Infrastructure Project  
Announcement of Funding**

**June 7, 2017**

**Introduction**

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS), Division of Mental Health Services (the “State”) is seeking proposals from Tennessee not for profit and/or governmental entities who serve individuals with behavioral health needs, interested in creating, implementing, evaluating, and sustaining a local pre-arrest diversion project. The primary goal of the Pre-Arrest Diversion Infrastructure Project is to provide non-recurring funds for grants to communities for pre-arrest diversion infrastructure.

The goal of pre-arrest diversion is to reduce or eliminate the time individuals with mental health, substance use, or co-occurring disorder spend incarcerated by redirecting them from the criminal justice system to community-based treatment and supports. Through enhanced collaboration among local behavioral health providers, law enforcement, and the judicial system, the Pre-Arrest Diversion Infrastructure Project aims to transform the way behavioral health services are delivered to individuals with low-level offenses who have behavioral health needs.

The Pre-Arrest Diversion Infrastructure Project aims to support counties in infrastructure development that will support efforts to (1) divert individuals with behavioral health needs away from jail and to appropriate community-based treatment, (2) enhance public safety by implementing effective strategies local communities can use regarding serving those in psychiatric crisis, (3) alleviate jail overcrowding, and (4) reduce costs related to prosecution and incarceration.

**1. GENERAL CONDITIONS**

**1.1. Funding Information (*Please note funding is one-time non-recurring*)**

**Project Period:** Funding term for selected proposals will be July 1, 2017 through June 30, 2018.

**Funding Amount:** Proposals may request up to \$5,000,000 in state funds to be used during the 12 month term. A 25% cash match (not in-kind) is required. The maximum total project amount is \$6,250,000 per proposal (\$5,000,000 state funds + \$1,250,000 cash match = \$6,250,000).

Cash match must be directly related to the project and must be documented in the same manner as contract funded activities. Cash match includes actual cash spent by the contracted agency for project-related costs. Accounting records should be verifiable and trace back to source documentation including cash receipts journal, general ledgers, deposit tickets, bank statements, copies of checks/donations, and documentation that the cash match is not from a Federal source, and is not being used to match any other grants.

**Allocations:** Funding allocations will be awarded on the basis of how well a Proposer addresses guidelines and criteria of this Announcement. The actual amount available for a Grant Contract may vary depending on the number and quality of proposals received.

## 1.2. **Timelines**

The following is an anticipated schedule of events related to the Pre-Arrest Diversion Infrastructure Project announcement of funding. The State reserves the right to make changes to this schedule as deemed necessary. Any adjustment to the timeline will be communicated with Proposers.

Date	Event
June 7	TDMHSAS releases Announcement
June 12	Proposers' Written Questions Regarding the Announcement are due
June 14	TDMHSAS will issue written responses to questions
June 28	Proposals are due via email
July 5	TDMHSAS Makes Announcement of Accepted Proposals
July 1	Anticipated Start Date of the Grant Contract

## 1.3. **Eligibility**

**Eligible Proposers:** The following types of not for profit or governmental entities are eligible to submit a proposal.

- Physically present and working in the State of Tennessee;
- Agencies who work extensively with individuals with mental, substance-use, or co-occurring disorders including but not be limited to Community Mental Health (CMH) agencies, CMH providers, law enforcement, courts, jails and jail providers. County governments are also eligible to apply, however they must provide letters of commitment from a community mental health provider(s), local law enforcement leadership, and local judicial leadership.

#### 1.4. **Communications**

**Proposer E-Mail List:** The State will create an e-mail list to be used for sending communications related to this Announcement. If you wish to be added to this list, please promptly send your contact information, including e-mail address to [Justine.Bass@tn.gov](mailto:Justine.Bass@tn.gov). Any delay in sending such information may result in some communications not being received. The State assumes no responsibility for delays in being placed on the list.

**Questions and Requests for Clarification:** Questions and requests for clarification regarding this Announcement should be submitted in writing on or before June 12, 2017 to [Justine.Bass@tn.gov](mailto:Justine.Bass@tn.gov) in order to be answered. Written responses to any questions and requests for clarification regarding this Announcement will be distributed via the proposer e-mail mailing list.

**State's Written Responses and Communications are Binding:** Only the State's official, written responses and communications will be binding with regard to this Announcement. The State will consider oral communications of any type to be unofficial and non-binding.

#### 1.5. **Proposal Preparation, Formatting, Submission and Withdrawal**

**Preparation of Proposal:** The Proposer accepts full responsibility for all costs incurred in the preparation, submission, and other activities undertaken by the Proposer associated with the proposal.

**Formatting and Content Requirements:** The State's goal to review all proposals submitted must be balanced against the obligation to ensure equitable treatment of all proposals. For this reason, formatting and content requirements have been established for proposals.

- Proposals must be received via e-mail by the deadline of June 28, 2017. All proposals must be received by 5:00 pm CST on June 28, 2017.
- Proposals must address all applicable project narrative questions and label the sections accordingly within the proposal.
- Proposal pages must be typed, single-spaced on standard 8 ½" x 11" paper, in font size twelve (12), with 1" margins. The spacing and margin requirements do not apply when preparing the attachment worksheets.
- All proposal pages and attachments must include a header with Proposer name and page number.
- The combined proposal length should not exceed 20 pages, including all attachments. The length of the proposal is limited to 10 pages for the project narrative and 1 page for the budget narrative summary.

**Submission:** Proposals should be submitted to the State via email to [Justine.Bass@tn.gov](mailto:Justine.Bass@tn.gov) by the deadline (June 28, 2017 at 5:00 pm CST) and meet other submission criteria detailed in this Announcement in order to be eligible for review. The following checklist of items should be submitted for each Proposal:

- ☐ Cover Letter
- ☐ Cover Sheet (Attachment A, signed by authorized representative)
- ☐ Table of Contents
- ☐ Project Narrative
- ☐ Organizational Chart(s) (Attachment B)
- ☐ Proposed Budget and Budget Justification (Attachment C)
- ☐ Existing Agreements and Third Party Revenue Source (Attachment D)

**State's Right to Reject Proposals:** The State reserves the right to reject, in whole or in part, any or all proposals; to advertise for new proposals; to arrange to perform the services herein; to abandon the need for such services; and to cancel this Announcement if it is in the best interests of the State. In the event such action is taken, notice of such action will be posted on the State's website and notice of the posting will be distributed via the proposer e-mail list.

**Proposal Withdrawal:** Proposals submitted prior to the due date may be withdrawn, modified, and resubmitted by the Proposer so long as any resubmission is made in accordance with all requirements of this Announcement.

#### **1.6. Proposal Review, Scoring and Selection**

**Proposal Review:** Proposals will be scored based on the ability to demonstrate the intended success of the project. The State recognizes the need to ensure that funding provided for the Pre-Arrest Diversion Infrastructure Project provides maximum benefit to the citizens of Tennessee. Grantees are selected in accordance with state policy, department duties, department powers, and commissioner duties and powers as related to serving as the state's mental health and substance abuse authority responsible for planning for and promoting the availability of a comprehensive array of high quality prevention, early intervention, treatment, and habilitation services and supports that meets the needs of service recipients in a community-based, family-oriented system.

**Proposal Scoring:** Each proposal component is allocated a maximum point value that determines a range within which reviewers will assign specific points. The number of points allocated to each component below is the maximum number of points the reviewer may assign. Reviewed proposals may receive a total score between zero (0) and one hundred (100).

<b>Proposal Component</b>	<b>Score</b>
Cover Letter	0 points, but essential
Cover Sheet (Attachment A)	0 points, but essential
Table of Contents	0 points, but essential
<p>Project Narrative</p> <p>Statement of Need (5 pts.)  Program Design (20 pts.)  Location and Facility (5 pts.)  Key Partners (10 pts.)  Proposed Staffing (3 pts.)  Project Sustainability (15 pts.)  Project Evaluation (5 pts.)  Community Training (5 pts.)  Co-Occurring Disorders (3 pts.)  Recovery Support Services (3 pts.)  Trauma-Informed Care &amp; Cultural and Linguistic Competence (3 pts.)  Safety and Security (3 pts.)</p>	80 points
<p>Organizational Chart(s) (Attachment B)</p> <p><i>Organizational chart for the entity submitting the proposal, demonstrating where the Pre-Arrest Diversion Infrastructure Project fits within the overall structural organization of the entity submitting the proposal.</i></p>	5 Points
<p>Proposed Budget and Budget Narrative (Attachment C)</p> <p><i>Appropriate and realistic budget must be submitted along with a narrative justifying the budget for the contract period of July 1, 2017 through June 30, 2018.</i></p>	10 points
<p>Existing Agreements and Third Party Revenue Source (Attachment D)</p> <p><i>Documentation of any existing agreements with community stakeholders that provide additional resources to the local Pre-Arrest Diversion Infrastructure project. List any current third party revenue sources that contribute to the long term sustainability of the Proposing entity. This attachment and its documentation do not count toward the ten (10) page limit of the Proposal Narrative.</i></p>	5 points

**Proposal Selection:** The State will notify all Proposers selected for contracting by close of business July 5, 2017. The State reserves the right to further negotiate Proposals selected to be awarded funds. Prior to the execution of any Grant Contract, the State reserves the right to consider past performance under other Tennessee contracts.

Please note that the State of Tennessee reserves the right to make any changes deemed necessary before issuing the final Grant Contract. The State of Tennessee also reserves the right not to issue any Grant Contracts in response to this Announcement.

**No Obligation of State:** This Announcement and its selection processes do not obligate the State and do not create rights, interests, or claims of entitlement in either the Proposer with the apparent best-evaluated proposal or any other Proposer.

**Commencement of State Obligations:** State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the State and the Grantee and after the Grant Contract is approved by all other Tennessee officials in accordance with applicable laws and regulations.

**1.7. State Amendments to Announcement**

The State reserves the right to amend this Announcement at any time. In the event the State decides to amend, add to, or delete any part of this Announcement, a written amendment will be posted on the State's website and notice of the posting will be distributed via the proposer e-mail list.

**1.8. State Cancellation of Announcement**

The State reserves the right to cancel, or to cancel and re-issue, this Announcement. In the event such action is taken, notice of such action will be posted on the State's website and notice of the posting will be distributed via the proposer e-mail list.

**2. PROPOSAL NARRATIVE**

Proposal narrative responses should address each of the following items, as applicable. The narrative should be structured and titled consistently according to these narrative sections. There is a maximum of ten (10) pages for the proposal narrative section.

- 2.1. Statement of Need:** Identify quantitative evidence of the problem within the applicant's targeted community. Where specifically is the need for diversion within the community? Clearly articulate the need for behavioral health services among the applicant's targeted population, as well as the unique criminogenic needs of the targeted population.
- 2.2. Program Design:** Describe, in detail, the applicant's overall design of its pre-arrest diversion infrastructure project. This should include how individuals will engage with the project (i.e. referral, screening, and assessment tools), the scope and breadth of



evidence-based, promising, and/or innovative behavioral health services and treatment to be provided for said individuals, and planned processes for ensuring community linkages and ongoing community mental health services (e.g. housing, employment, and other recovery services) post discharge from the project. The applicant should include inclusion and exclusion criteria (e.g. age, offense, criminal history, etc.) and an estimate of how many clients the project will serve. Finally, a time-line should be provided which reflects activities of the first year.

- 2.3. Location and Facility:** Describe, in detail, the location of the facility for the project. Where will the project operate? If the project requires securing facilities, applicants should present specifications for such a plan.
- 2.4. Key Partners:** Describe the applicant's core community partners and which role they will play in creating, implementing, and sustaining its pre-arrest diversion infrastructure project. Include the history of collaboration among these partners and how the proposed pre-arrest diversion infrastructure project will either link to existing community resources or address current gaps in service for individuals with behavioral health needs.
- 2.5. Proposed Staffing:** Detail the range and mix of professionals required to implement the pre-arrest diversion infrastructure project. Proposed staffing should be displayed on an organizational chart indicating the relationships among staff and interdependences within the applicant's agency and among identified core partners. Please provide sketch descriptions of the key positions including duties and responsibilities, required skills and knowledge, and supervisory relationships.
- 2.6. Project Sustainability:** Recognizing funding will be made available to assist in creating infrastructure for a pre-arrest diversion project, please describe the applicant's sustainability plan in detail. Information should be provided relative to provider reimbursement mechanisms, supplemental grants, and other municipal, county, state, or federal funding. Applicants should also address the grant requirement of 25% matching dollars (not in-kind) based on overall grant award (e.g. \$750,000 match based on \$3,000,000 grant award). This includes providing letters of commitment from matching resources.
- 2.7. Project Evaluation:** All pre-arrest diversion infrastructure project grantees will be required to collect and report data for the purposes of program accountability. What processes will be put into place to monitor program success?
- 2.8. Community Training:** Describe the applicant's experience with Crisis Intervention Training (CIT) and other relative initiatives which aim to increase safety in police encounters and divert appropriate individuals with behavioral health needs from the criminal justice system to treatment. How will efforts like CIT be implemented and/or expanded within the applicant's targeted area? What de-escalation skill training will be provided among the project's key partners?

- 2.9. Co-Occurring Disorders:** Recognizing the prevalence of co-occurring disorders (COD) and the need for integrated mental health and substance use disorder treatment, how will the applicant screen for COD and meet the needs of individuals with COD who engage with the applicant's pre-arrest diversion infrastructure project?
- 2.10. Recovery Support Services:** How will family members, natural supports, and peer supports be included in the applicant's pre-arrest diversion infrastructure project?
- 2.11. Trauma-Informed Care and Cultural and Linguistic Competence:** How will the applicant ensure its pre-arrest diversion infrastructure project is trauma-informed? Please list specific strategies to reduce re-traumatization and to support healing and resiliency among the targeted population. Also, applicants should describe how they will ensure their project be culturally and linguistically competent.
- 2.12. Safety and Security:** Describe what safety and security procedures and guidelines will be put into place to minimize risk to project clients, staff, and other participating community members?

## **Attachment A**

### **COVER SHEET**

Pre-Arrest Diversion Infrastructure Project

Page 1 of 1

Legal Name of Proposer	
Federal ID#	
Edison Vendor ID#	
List of Targeted Coverage Area(s) being proposed	
<b>CONTACT INFORMATION</b>	
Name of Contact Person	
Title of Contact Person	
Address of Contact Person	
E-mail Address of Contact Person	
Phone Number of Contact Person	
<b>AUTHORIZED REPRESENTATIVE INFORMATION</b>	
Name of Authorized Representative <i>(For Non-Profit, if someone other than the Board Chairperson is named as the Authorized Representative, a signed copy of the resolution of appointment must be submitted.)</i>	
Title of Authorized Representative	
Address of Authorized Representative	
E-mail Address of Authorized Representative	
Phone Number of Authorized Representative	

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**Signature of Authorized Representative**

**Date**

## **Attachment B**

### ORGANIZATIONAL CHART(S)

Provide organizational chart(s) for the entity submitting a proposal, demonstrating where the Pre-Arrest Diversion Infrastructure Project will fit into the overall structural organization of the entity submitting the proposal.

## **Attachment C**

### PROPOSED BUDGET AND BUDGET JUSTIFICATION WORKSHEET

Page 1 of 2

### PROPOSED BUDGET

<b>Program Name: Pre-Arrest Diversion Infrastructure Project</b>				
<b>The grant budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period:</b>		<b>BEGIN:</b> 07/01/2017	<b>END:</b> 06/30/2018	
<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE MATCH</b>	<b>TOTAL PROJECT</b>
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$0.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings <sup>2</sup>	\$0.00	\$0.00	\$0.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	N/A	N/A	N/A
25	<b>GRAND TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A* (posted on the Internet at:

<http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

## **Attachment C**

### **PROPOSED BUDGET AND BUDGET JUSTIFICATION WORKSHEET**

Page 2 of 2

#### **BUDGET JUSTIFICATION**

##### **Pre-Arrest Diversion Infrastructure Project**

**Period: July 1, 2017 through June 30, 2018**

Please include a written budget justification of funds needed to support the Pre-Arrest Diversion Infrastructure Project proposal.

The justification summary should provide detail to support the Grant Contract funds included in each line-item from Attachment C page 1.

A summary of the 25% Grantee Match (cash match) funds to be contributed to the project should be included in the justification.

The budget justification should be no longer than one page, single spaced.

## **Attachment D**

### **EXISTING AGREEMENTS AND THIRD-PARTY REVENUE SOURCE(S)**

Provide documentation of any existing agreements with community stakeholders that provide additional resources to support the Pre-Arrest Diversion Infrastructure Project.

List any current third party revenue sources that contribute to the long term sustainability of the Proposing entity.

This attachment and its documentation do not count toward the ten (10) page limit of the Proposal Narrative.